

83-5189

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19 DEC 1983

MEMORANDUM FOR: Director of Personnel

ATTENTION: Chief, Position Management and Compensation  
Division, OP

VIA: Deputy Director for Administration

FROM:   
Director of Information Services

SUBJECT: Request for Overtime Compensation

STAT

1. Your approval is requested for the waiver of the eight-hour donated overtime requirement, in accordance with  for six GS-13 Information Control Officers in the Information and Privacy Division (IPD), OIS.

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2. There currently exists in IPD a backlog of approximately 150 Freedom of Information/Privacy Act and Executive order mandatory review requests which are ready for the Information Control Officers' preparation of a final response to the requester. The backlog remains fairly constant because the staff is only able to close a number of cases roughly equal to the number of new cases being received from the components. It is estimated that the backlog could be eliminated with approximately 300 hours of overtime over the next 90 days.

3. In view of the need to eliminate this backlog of cases, it is requested that you approve the waiver of the eight-hour donated overtime requirement.

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SUBJECT: Request for Overtime Compensation


CONCUR:

   
Deputy Director for Administration

12/31/53  
Date

STAT

APPROVED:

  
Director of Personnel \*

JAN 11 1954  
Date

STAT

\*Approval is granted with the stipulation that overtime work requirements average six hours in a standard workweek and average three of every four consecutive weeks per year per individual.